



GeoCalendar 3.0

Users Guide



GeoCalendar™ Users Guide

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Chapter 1: Introduction & Installation

GeoCalendar was written for web developers who need an easy way of hosting event information online. Since the first version, many advancements have been made. The two most important are: a new event table structure, and online registration. Both will be explained in the "Functionality" section.

GeoCalendar 2.x Users

GeoCalendar 3.0 is very similar in functionality to the 2.x versions of GeoCalendar. The major additions in this version are support for SQL Server and Oracle databases, the day planner view, icon driven interface, multiple calendar modes, and the ability for events to directly link to external URLs. All 2.x databases will need to be upgraded with the GeoCalendar Database Upgrade Utility.

Installation & Setup

Before continuing, follow the instructions for installation in the Readme.txt file.

Since GeoCalendar follows the Fusebox (<http://www.fusebox.org>) specification for applications, setup is easy. To use the basic calendar application with no custom colors, fonts, etc.; just implement the tag `<cf_calendar>` on the page that you want the calendar to appear. If you don't wish to use security (recommended), or do any customizing, then your done! All of the application functions will be dynamically called through the `<cf_calendar>` tag.

Most people will want to do customizing. We suggest you start by setting up security (see below).

Installing Online Help

Extract the help documents from the installation zip to a directory accessible through your web directory tree (ex: <http://www.yourwebserver.com/calendar/help/>). Usually this will be a subdirectory of the directory where you implement the calendar. If you place the help files in a different directory, make sure you specify where they are in the HelpFiles parameter.

Chapter 2: Security

GeoCalendar has built in methods for only allowing certain computers to access secure information and functionality (such as adding and editing events). For simplicity sake, this is done by IP address. You can specify ranges of IP addresses that can access the secure parts of the calendar. These parts could include administrative functions such as adding and editing of events, or event information that you wish to be kept internal. Users who do not meet the IP qualifications for viewing secure functionality or information are disallowed from these areas of the application.

Implementing Security

By default the built in security methods of the calendar are turned off. To turn them on you must give IP address(s) that are privileged with accessing the calendar. This is done by using the "Private" parameter:

```
<cf_calendar Private="127.0.0.1">
```

You can specify other IP addresses by using commas (no spaces):

```
<cf_calendar Private="127.0.0.1,127.0.0.2">
```

You can also give permission to an entire subnet, or multiple subnets:

```
<cf_calendar Private="208.159.91,206.58.211">
```

If you happen to own a "A class" network, and want everyone on it to be able to use the calendar, you can do that too:

```
<cf_calendar Private="207">
```

Where is security used?

If security is on, authorized computers can see/do the following:

- Add Information to the Database
- Edit Information in the Database
- See the "Mini" and Admin Menu's
- See Event Types specified as Private

Chapter 3: Configuration

Setting Up Events

There are 4 attributes/tables involved in setting up any event: Type, Category, Location, and Event. Why are there so many tables? Well lets look at what they do:

Type

An event's type determines 3 things:

- If it's a Private event
- What color it appears as on the calendar
- Whether or not it will appear in the legend on the calendar

It's recommended that you separate your events into 4 or more types. For example: Company Events, Community Events, Regional Events, World Events. This will make it easier to quickly understand what events on the calendar are.

Note: You are not required to use event types, but it is recommended.

Category

There are many ways to think of event categories, you can think of them as "Event Profiles" or "Event Presets". Basically categories give you a way of easily reoccurring information on events in one place instead of manually replicating that information to each event. In the database world this is known as "Normalizing Data". Often reused information is kept in one place so it does not waste space, and so it is easy to change if necessary.

Here's what information is kept in an event's category:

- Event title
- Event abbreviated title (for calendar)
- Type
- Description
- URL

Also if registration is turned on:

- If registration form should require address
- Text based questions (2)
- Boolean (yes/no) based questions (2)
- Text to show user before registration form
- Text to show user after registration form

You must have an event category to add an actual event occurrence. For example: If there is a company picnic every quarter, set-up a category called "Company Quarterly Picnic". Fill out information on the picnic that will apply to every occurrence of it (ie: the title and type). For more information on adding the actual event, see the next section.

Event

The event table controls when event's take place, and some information about them. A lot of the information (including title and type) on events is kept in the Category table. You need to know about categories before you can add events (see section: Category). Once you have a category for an event, you can add an occurrence of the event by going a day on the calendar (click on the day's number) and clicking on "Add Event" on the resulting screen. You can also use the Admin or Mini menu's, but the date information will not be automatically recorded.

Once you are on the event screen, you will have to enter the following information:

- Category
- Date
- Length
- Start Time
- End Time
- Location (see section: Location)
- Special Notice (Displayed in **bold** on event's detail screen)
- Cost
- Total Seats (Number of spots available for events [event registration only])
- Over Book Seats (Number of spots to over book [event registration only])
- Allow Standby (Whether users can sign-up for the event even after its full [event registration only])
- Host Name (Name of person hosting event)
- Host Email (Email of person hosting event)
- Comments (Comments to display to user on event detail screen)
- Internal Comments (Comments to display in internal comments section)
- External Event URL (Links to an external site from the calendar)

If you don't want to enter all that information every time you set up an event, you can select the "Populate unchanged values from previous event in this category" option.

Location

The location table offers an easy way of keeping track of the locations of events in one place. One of the first steps in setting up your calendar application should be to add commonly used locations so that they can be used in events.

Here's what information you can setup for events:

- Name (ie: Malibu Grand Prix Race Track)
- Description of location
- Address line 1
- Address line 2
- City
- State
- Zip
- URL (ie: URL to more detailed description of location)
- URL Text (description of URL)

Customizing Datasource, Fonts, Colors, etc.

You can customize the standard fonts and colors GeoCalendar uses throughout the application. This includes the monthly calendar, which you can control right down to the size of the days.

Online Registration

Have you ever hosted an event and wanted a organized way of keeping track of attendee information. Have you ever wished potential attendees could sign-up on your website? GeoCalendar 3.0 lets you do these things, and you will be amazed how simple it is to set up.

How do I make it so users can sign-up for an event?

When you setup an event category, there is an option "Registration". If Registration is set to yes, then users will be able to register for any event implemented under that event category. The calendar will keep track of users by the event not by the event category.

Event Registration Options Explained

When you setup an event category, you are given many options specific to registration:

- **Require Address (yes/no)**
If set to yes, the user will be prompted for an address when registering. If set to no, no address form fields will be displayed
- **Question 1/2 Text Response**
Here you can specify questions to ask the user during registration. This can help you find out more about the person registering.
- **Question 1/2 Boolean Response**
This is the same as the previous question, except these are Boolean or yes/no questions.
- **Pre-Registration Comments**
This is text or HTML to show the user at the top of the registration screen.
- **Post-Registration Comments**
This is text or HTML to show the user after he/she has registered successfully.

How do I check out registrations?

There are two ways to go about seeing a list of registered users for any given event:

1. Go to the Admin Menu and select one of the links under List Registrations
2. Or go to the event detail (either by using the calendar, or from the event list from the admin menu) and click "View Registrations"

Hosting Many Calendars in One Database

GeoCalendar 3.0 offers a very simple way of quickly implementing entirely new calendars without setting up new databases. It does this by storing and retrieving records using a unique id. You can change this id by giving the calendar the parameter `calendar_id = x`.

Example:

```
<cf_calendar calendar_id=5>
```

This will create an entirely new calendar database interface (if one doesn't already exist). You can setup as many calendars as you like using this method. Just remember to use a unique number for every calendar.

Note: The default `calendar_id` is 1.

Calendar Parameters

Global Parameters

Action or **FuseAction** – Application action to be carried out.

AddImage – Add a record icon. Default = "gc_add.gif"

AdminImage – Administration menu icon. Default = "gc_admin.gif"

Allow_planner – Show Planner. default = "True"

Bar – Color of alternate color in list results. Default = "e0e0ff"

Bar2 – Color of separator bar in detail screens. Default = "e0e0e0"

Calendar_id – Unique Id for Calendar (See: Many Calendars in one Database). Default = "1"

Calendar_mode – Alternative display mode for the calendar interface (list, mini). Default = ""

Datasource – ODBC System DSN for GeoCalendar database.

DefaultDayView – Default view for each day (day/planner). Default = "day"

DeleteImage – Delete record icon. Default = "gc_delete.gif"

EditImage – Main edit icon. Default = "gc_edit.gif"

Edit2Image – Secondary edit icon. Default = "gc_edit2.gif"

EnableIcons – Allows new icon menu style. Default = "Yes"

EndHour – Hour at which the planner ends. Values range from 1 (1:00 AM) to 24 (12:00 AM). Default = "22"

ExportImage – Export icon. Default = "gc_export.gif"

Font – Standard font to use. Default = "size=2 face=Arial"

HeaderBar – Color of header bar on detail screens. Default = "c0c0ff"

HeaderColor – Color of Header font. Default = "000060"

HeaderFont – Header size font to use. Default = "face=Arial size=4 color=#Attributes.HeaderColor#"

HelpFiles – URL of online help files. Default = "help/"

HelpImage – Online help icon. Default = "gc_help.gif"

ImageDir – Directory where icon images are stored. Default = "/geocalendar/images/"

Left – Left position in pixels of planner. Default = 0

MiniMenu – Controls whether small admin menu shows up (yes/no). Default = "yes"

Month_list_Font – Standard font to use in list mode if Month_list_size is not defined. Default = "size=2 face=Arial"

Month_list_header_font – Header size font to use in list mode if Month_list_size is not defined. Default = "face=Arial size=4 color=#Attributes.HeaderColor#"

Month_list_size – Predefined sizes for list calendar mode (1 – 3) Default = "1"

Month_list_table_width – Allows for a custom width of the list calendar mode if Month_list_size is not defined. Default = "100%"

Month_list_target – Target for the list calendar mode. Default = "_new"

MonthlyViewImage – Monthly view icon. Default = "gc_grid.gif"

NextImage – Next button icon. Default = "gc_right.gif"

NoImage – No icon. Default = "gc_unchecked.gif"

PlannerImage – Planner view icon. Default = "gc_planner.gif"

Planner_width – Width of planner. Default = 500

PrevImage – Previous button icon. Default = "gc_left.gif"

Private – Subnets/IP addresses to allow private information (See: Security).

RegisterImage – Event registration/View registration icon. Default = "gc_register.gif"

SmallFont – Small font to use. Default = "size=1 face=Arial"

StartHour – Hour at which the planner begins (1 – 24). Default = "6"

Top – Top position in pixels of planner. Default = 0

ViewImage – View info icon. Default = "gc_desc.gif"

YesImage – Yes icon. Default = "gc_checked.gif"

Online Registration Specific Parameters

CCMail – E-Mail address(es) of person(s) to mail when anyone signs up for **any** event.

MailNotification – Toggle to email the host of the event when a user registers. Default = "Yes" (yes/no)

MailNotificationURL – URL to send to with New Registration notification email. Default =
"http://#CGI.SERVER_NAME##cgi.script_name#?action=EditRegistration&Registration_id=#Registration_id#&event_id=#event_id#"

MailUserMessage – Message to mail the user with. Default = "Thank you for registering! We'll see you there!"

MailUser – Toggle to email the user a reminder after they sign-up. Default = "Yes" (yes/no)

MailUserURL – URL to send with the reminder message (default is a link to the event detail for that event.) Default =
"http://#CGI.SERVER_NAME##cgi.script_name#?action=EventDetail&event_id=#event_id#"

Calendar Specific Parameters

ProcessHolidays – Turn holidays on and off. Default = "Yes" (yes/no)

ButtonClass – Style sheet class for "Rebuild Calendar" button.

LinkClass – Style sheet class for all links.

Background – Sets general background. Default = "000000" (black)

BackgroundImage – Sets background image (may look "weird" in Netscape 4, see FAQ).

BorderColor – Border color that separates days. Default = “ffffff” (white)

BorderSize – Border size, if equal to 0 it will not be shown. Default = 1

DayBack – Day background color. Default = “ffffff” (white)

MonthBack – Background color of the month header. Default = “ffffff” (white)

CurrentDayColor – Highlight color for current day. Default = “cccccc” (light gray)

WeekBack – Background color for days of week. Default = “000099” (dark blue)

Legend – Display legend (yes/no). Default = “yes”

LegendColsPerRow – Number of category columns the legend should have before starting a new line. Default = “5”

MaxEvents – Maximum number of events that can be shown on any given day. Default = “5”

MinEvents – Minimum number of rows to show for each day, used to effect height of days. Default = “4”

Form – Display build calendar form (yes/no). Default = “yes”

MonthsBehind – Number of months to go back on the drop down box. Default = 2

MonthsAhead – Number of months to go ahead on the drop down box. Default = 10

SubmitText – Text to put on the submit button of the form. Default = “ Rebuild Calendar ”

BuildForm – Where to send the form requests, usually the page the calendar is on, required if **Form** is used.

ShowAllOption – Specifies whether “All Events” option should show up in the build form. (yes/no). Default = yes

ShowTime – Toggles whether time is shown next to event title (yes/no). Default = “no”

FormTarget – Template to use when day or event is clicked on. Default = “#cgi.script_name#”

DaysClickable – Days links to detail (yes/no). Default = no

EventsClickable – Events links to detail (yes/no). Default = no

EventAlign – Alignment of events. Default = right

Target – Frame to send detail template to.

WeekFont – Font to use for days of week. Default = "face=""Verdana, Arial"" color=""ffffff"" size=2"

DayFont – Font to use for days in month. Default = "face=""Verdana, Arial"" color=""ffffff"" size=2"

DayCounterFont – Font to use for event length counter. Default = "face=""Verdana, Arial"" color=""999999"" size=1"

MonthFont – Font for month header. Default = "face=""Verdana, Arial"" color=""000000"" size=4"

MonthAlign – Alignment of month in header table. Default = "right"

DayWidth – Sets width for day columns. Default = 95

MonthWidth – Sets width for calendar, if left blank calendar will size to its content.

Month – Sets month to show. If set this will override any other month values, including those sent by the **BuildForm**. Default = Current Month or Value from **BuildForm**

Year – Sets year to show. If set this will override any other year values, including those sent by the **BuildForm**. Default = Current Year or Value from **BuildForm**

Marquee – Display the long title of an event in a scrolling Marquee (yes/no). Very useful, but only supported by Internet Explorer. Default = "no"

MarqueeBehavior – Scrolling behavior of the scrolling marquee (slide/scroll/alternate). Default = "alternate"

MarqueeScrollAmount – Amount of pixels for the scrolling marquee to skip with each refresh. Default = 1

MarqueeScrollDelay – Milliseconds to delay between each marquee refresh. Default = 150

MarqueeLoop – Number of times to loop marquees. Default = infinite

MarqueeDirection – Direction of marquee. Default = left

Chapter 4: Extended Functionality

GeoCalendar 3.0 has added several features since version 2.0. This version has support for SQL Server and Oracle databases as well as MS Access. GeoCalendar 3.0 also has a planner view, icon driven interface, multiple calendar modes, and the ability for events to directly link to external URLs.

Icon Driven Interface

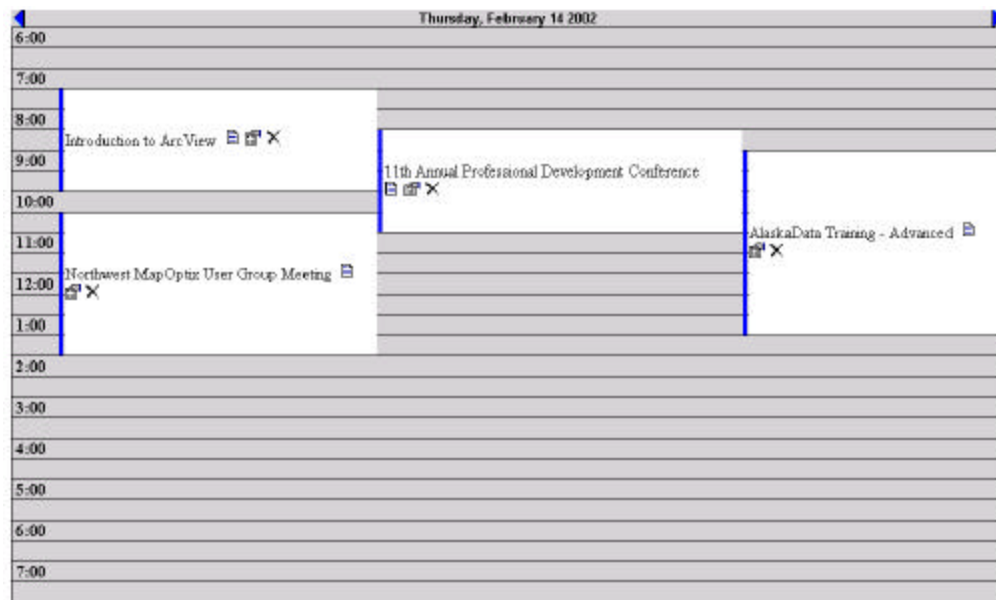
GeoCalendar 3.0 now uses an icon driven interface. These icons can be disabled if you like the look of GeoCalendar 2.x. If the icons aren't to your liking, you can change them using the tag parameters for each icon.

Multidatabase Support

GeoCalendar 3.0 now has support for MS Access, SQL Server and Oracle. GeoCalendar 2.0 only supported MS Access.

Planner View

The events for a particular day can now be viewed a day planner view. This view shows the relationships between events and their times in an easy to interpret graphic format. Now you can now see which events overlap at a glance. You can also use this view to quickly move to another day without going back to the calendar interface.



Calendar Modes

Classic View

If you have used GeoCalendar before this screen should be familiar to you. This is the classic view of GeoCalendar in which events are displayed in a monthly calendar.

February 02 ▾ All Events ▾ Refresh

February 2002

sunday	monday	tuesday	wednesday	thursday	friday	saturday
27 2 of 2	28	29	30	31 January	1	2 Groundhog
3	4	5	6	7 MOE 4 Training 6:30 AM	8	9
10	11	12 Lincoln's	13	14 Valentine's Pref. Dev 8:30 AM AK Data 9:00 AM Intro to ArcView 7:30 AM MWMUG 10:30 AM	15 2 of 3 2 of 2	16 3 of 3
17	18 President's	19	20	21	22	23
24	25	26 MOE 4 Training 9:30 AM	27 Fast Track to BS 6:00 AM	28	1 March	2
GeoNorth		Conferences		User Groups		Training

+ ?

List View

New to GeoCalendar 3.0 is the list view. If the calendar look isn't quite right for your site or page real estate is a problem, then maybe the list view would better serve your needs. All events are listed by category and the width of this view is customizable. It can be anywhere from the size show below to fullscreen.

February 02

February 2002

GeoNorth

2/07/02	MapOptix 4.0 Training	6:30 AM - 7.5:00 AM
2/14/02 - 2/16/02	Northwest MapOptix User Group Meeting	10:30 AM - 2:00 PM
2/26/02	MapOptix 4.0 Training	9:30 AM - 11.5:00 PM Fairbanks, Alaska

Conferences

2/14/02 - 2/17/02	11th Annual Professional Development Conference	8:30 AM - 11:00 AM
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Training

2/14/02 - 2/16/02	AlaskaData Training - Advanced	9:00 AM - 1.5:00 PM
2/14/02	Introduction to ArcView	7:30 AM - 10:00 AM
2/27/02	Fast Track to PowerBuilder Training	6:00 AM - TBA
3/15/02	AlaskaData Training - Advanced	6:00 AM - 7.5:00 AM



Mini View

Also new in GeoCalendar 3.0 is the mini view. If you need to fit GeoCalendar into a small space, then this view is for you. The events are not displayed on the calendar as in the classic view, but all of the functionality remains. Just click on any day to get all that days events in a new window.

February 02

February 2002						
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2



External Event URLs

If you have an event that doesn't require registration or maybe it is an event that you are not hosting yourself, the new external event URL feature might come in handy. When an event with an external URL is clicked, that URL is brought up in a new browser window, instead of going to the event detail screen.

Chapter 5: FAQ's

Q: The start time and end time now use drop down menus. What will happen to my old events?

A: The old event times will remain as long as new ones are not defined. Once new event times are set to something other than TBA, the old times will no longer be viewable and the new times will take over. New events use a new time format so that they can show up in the day planner view.

Q: How do I get the source code for GeoCalendar?

A: Probably the most frequently asked question is "How do I get the source code?" With GeoCalendar 2 we have an affordable license plan for organizations wishing to license the code for internal use. For more information on source code licensing, see "Purchasing GeoCalendar".

Q: I made a link from my day detail form back to the calendar, but I always go back into the same month, even if I started out looking on another one. What can I do to go back to the month I was viewing in the first place?

A: The Calendar uses the form variable "StartDate" to determine which month to load. All you have to do to load the calendar on a certain date is pass this parameter in your link. You can find the date in the URL parameters to the Event Detail screen. For instance, if your calendar document name was index.cfm you could use the following code to create a link back to it from a Event Detail template:

```
<a href="index.cfm?startdate="#startdate#">Back to the Calendar</a>
```

Remember to put it in a <cfoutput> section.

Q: Why is the date information separated up into different columns in the database? Why not just use one date/time column?

A: At one point they were. They were broken apart so functions like datepart() would not have to be used. Such functions may not be present on some SQL servers or may be called something else. The breaking apart of the date into three columns was strictly a compatibility issue. It also offers a modest performance gain since functions do not have to be used to break apart dates.